

# **LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**

**March 26, 2014**

## **CALL TO ORDER**

Chairman Cushing called the LRES Committee to order at 9:30 a.m. in the first floor conference room of the Oneida County Courthouse. It was noted that this meeting had been properly noticed in accordance with the Wisconsin Open Meeting Law and meets the Americans With Disabilities Act.

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing – Chairman, Carol Pederson, Billy Fried, Sonny Paszak and Scott Holewinski.

**LRES COMMITTEE MEMBERS ABSENT:** None

**ALSO PRESENT:** Lisa Charbarneau, Linda Herrmann (Labor Relations/Employee Services); Margie Sorenson (Finance); Brian Desmond (Corporation Counsel); Sheriff Grady Hartman, Terri Ripp (Sheriff Dept.); Michael Schiek, Bonnie Wilcox (District Attorney's Office); Linda Conlon (Public Health); Karl Jennrich (Planning & Zoning); Luann Brunette (Buildings & Grounds); Bill Freudenberg (citizen)

## **APPROVE AGENDA**

Motion by Paszak, second by Holewinski to approve the agenda for the present meeting. All ayes; motion carried.

## **BILLS & VOUCHERS**

Motion by Holewinski, second by Pederson to approve the bills and vouchers as presented. All ayes; motion carried.

## **PUBLIC HEALTH NURSES, SANITARIANS AND REGISTERED DIETICIAN STARTING WAGES**

Conlon states she is bringing this issue to the Committee not as an appeal but to discuss. Conlon feels the wage scale set for Public Health nurses is set too low. Conlon states this became evident when a vacant Nurse position was posted and no Registered Nurses applied. Conlon did some preliminary collection of information from surrounding counties and employers on Nurse starting hourly wages; information gathered is as follows: Florence County - \$24.90, Iron County - \$22.69, Langlade County - \$22.00, Taylor County - \$19.62, Wood County - \$22.07, Ministry Healthcare - \$23.51. All Public Health RN's require a four year degree which is also required statutorily. She feels Oneida County starting Nurses at \$20.00 per hour is very low in compared to surrounding counties and is making it very difficult to recruit good candidates. In-depth discussion held on public versus private sector benefits and the Carlson-Dettmann wage study. Holewinski suggests Conlon follow the appeals process for these positions. Conlon notes she hasn't included the Health Educator position because this position does not require the licensure and certifications that the Nurse, Sanitarian and Registered Dietician positions need. Paszak asks Conlon what she feels would be a competitive starting wage; Conlon feels \$22.00 per hour is appropriate.

Charbarneau states the Committee has the ability to change this wage or direct Conlon to go through the appeals process. Further discussion held. Charbarneau to gather more information on

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benefit package comparables and this issue will be brought up at the next meeting for further review.

#### **STAFFING/VACANCY REVIEW APPEAL FOR DISTRICT ATTORNEY OFFICE**

Schiek requests approval to fill Victim Witness/Coordinator position that will become vacant on April 4, 2014. He is asking to move forward on filling this vacancy as soon as possible; paperwork for request provided to Committee in agenda packet. Discussion held. Schiek plans to move current employees in department first. Denise Briggs will move to Victim Witness/Coordinator and Heidi Ihn will move into Denise Briggs position as Secretary II, therefore leaving the other Secretary II position vacant. Schiek feels the three positions are needed to keep the office running smoothly. Holewinski feels that quite a bit of information is missing from Schiek's vacancy request and would like this information before making a decision. Charbarneau notes that Briggs will be moved to the Victim/Witness Coordinator position/wage schedule whether the committee makes a decision today or not per county policy.

Motion by Fried to waive the six months (waiting period). Charbarneau notes this has been discussed by the Committee before on how this vacancy would be handled and could be discussed in closed session in a future meeting. Fried withdraws motion. Further discussion on wages and employee movement in department.

Motion by Holewinski, second by Paszak to approve the internal movement to fill the district attorney's legal assistants as presented. All ayes; motion carried.

#### **VACANCY REVIEW APPEAL SECRETARY II PLANNING & ZONING**

Jennrich states his Secretary II employee has been promoted to the Secretary III position. The Secretary III position is vacant due to a retirement. Jennrich is looking to fill the Secretary II position and feels this is a very important position for the Planning & Zoning office since this position is the first person people speak with when they call the office. Jennrich summarizes other responsibilities of the position. Jennrich notes there has been a cut in secretarial staff in his office over the years. Due to the importance of this position, Jennrich would like to request the six month waiting period be waived to fill this position. Further discussion held and committee agrees that this position is needed.

Motion by Paszak, second by Pederson to approve the vacancy review appeal for the Secretary II position in Planning & Zoning. All ayes; motion carried.

#### **VACANCY REVIEW E911 TELECOMMUNICATOR**

Hartman reports he has a vacant E911 Telecommunicator position due to retirement. Brief discussion.

Motion by Holewinski, second by Paszak to approve the E911 Telecommunicator position as presented. All ayes; motion carried.

Discussion held on the appropriateness of the six month waiting period for vacancies. Committee determines that policy is still appropriate. Further discussion held.

**COMPENSATION PLAN (Concerns from employees)**

Charbarneau provided additional employee comments as well as the comments provided in the agenda packet. Some comments have also come in verbally. Discussion led by Charbarneau held on scoring system and the employee's use of the score in the appeal process. Valid appeals should

be based on a change in job responsibilities since the JDQ (Job Description Questionnaire) was completed and/or if there was inaccurate information in the JDQ. Appeals should be based on the job, not the person's qualifications placed in the job. The Committee talked about Oneida County covering licensure required for a position. In-depth discussion held on other employee concerns regarding how employees were slotted into the plan and disagreement with which comparable counties were used.

**COMPENSATION PLAN (Implementation clarification)**

Charbarneau referenced handout in agenda packet. Social worker positions were slotted into the new schedule at the control point, thus giving them a one cent raise and no minimum 15 cent increase required. Discussion held.

Motion by Holewinski, second by Fried approving (handout's) first section, that (Social Worker) employees placed at the control point without a minimum 15 cent raise, shall now get the 15 cent increase. All ayes; motion carried.

Charbarneau then addressed employee step increases frozen between January 22, 2014 and March 1, 2014 due to the Carlson-Dettmann wage study. This caused several employees to not get their raise in 2014 and employees among this group on or over the control point would then need to wait for three years before a step increase. Charbarneau presented costs for going back and giving the step increases to these employees. In-depth discussion held by Committee on different options with employee input.

Motion by Holewinski, second by Paszak to approve the people that were in this category frozen dates of January 22, 2014 through March 1, 2014, to receive this step through February 28, 2014 as presented. All ayes; motion carried.

Charbarneau says there are also two individuals that, under the old plan, would have gotten a step increase in March that would have been a lot higher than the step they got under the new plan. Brief discussion and committee sticks with new plan going into effect on March 1, 2014.

Charbarneau proposes an employee handbook update, stating when an employee fills in for a position, they receive their current pay or the starting pay of the fill-in position, whichever is higher. Brief discussion. Charbarneau says she will put together the new wording for the update and bring back to this committee for approval.

Charbarneau discussed compression issues in Forestry and Buildings & Grounds. For Buildings & Grounds, a compression issue exists between the Facilities Director, Assistant Facilities Director and Law Enforcement Maintenance Technician. Charbarneau states the appeal paperwork has been received for the Law Enforcement Maintenance Technician position and the department is looking to covert that position back to the Electronic Maintenance Technician position.

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Also, compression issues exist between the Facilities Director and Assistant Facilities Director. Brunette states Buildings and Grounds lost the clerical support position when Brunette changed over from Clerical to the Facilities Director. Brunette is still doing all clerical work, in addition to the director position. Brunette also notes that Assistant Facilities Director Bruce Stefonek is also working far more than his 2080 hours he is temporarily approved to do in order to assist with the

Human Services Center. Brunette would like to have Stefonek put permanently at the 2080 hours per year due to being a working supervisor. Discussion held. Committee concludes to leave the current pay and hours as is.

Charbarneau refers to the handout in the agenda packet regarding numbers for Compression issues for law enforcement. When the resolution went to County Board, it changed annual hours for Sheriff's Office Management to 2080 hours. Desmond interpreted the resolution to say these positions should be moved to 2080 hours per year based on hourly rate. However, the Committee thought they would be sliding these positions into the 1950 annual hours salary schedule at the next higher step. Charbarneau says the resolution will allow for all new Sheriff's Office Management to automatically be started at 2080 hours per year. However, the Committee needs to determine what to do with current Sheriff's Office Management employees. Discussion held on handout; comparing costs of different options. Also discussed compression issues. Cushing emphasizes the difficulty of explaining to his constituents, the cost of converting these positions to 2080 hours per year based on the hourly wage. Further discussion held on costs of hour changes as well as effects to PTO. Charbarneau then provided a handout to the Committee, with an alternate option that would move these positions from 1950 to 2080 hours per year, gradually. The schedule for Sheriff's Department management would be as follows:

As of March 1, 2014, work 1950 hours per year.

As of October 1, 2014, work 2015 hours per year.

As of May 1, 2015, work 2080 hours per year.

Further discussion held on this alternate option, in comparison to previous options.

Motion by Fried for the resolution to match the fiscal impact statement that was presented to the CB. No second. Further discussion. Charbarneau read resolution wording to Committee:

*"The committee recommends that due to compression issues within the Sheriff's Department, all management positions within the Sheriff's Department be increased from 1950 to 2080 hours per year for salary purposes with benefits to remain based on a 1950 hour per year schedule."*

Further discussion on different options and how to handle new employees in Sheriff's Department Management positions. Committee wants Desmond to research if there are legal ramifications if work and PTO hours are different for new versus current employees in a department. Desmond to gather information and matter will be discussed further at future meeting.

#### **COMPENSATION PLAN (Appeals process)**

Charbarneau reports they are moving along with appeal process and appeals are due to LRES by April 3, 2014. Sorenson reports that based on actions today, has about \$5,000 left for the appeal

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process. Money can be taken from contingency fund if they go over budget but Sorenson would prefer not to.

**WELLNESS/HEALTH UPDATES**

None

**OUT-OF-COUNTY TRAVEL**

None

**FUTURE MEETING DATES**

April 2, 2014 at 9:00 a.m.

April 23, 2014 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

Update on rating committee

Public Health Nurses, Sanitarians and Registered Dietician starting wages.

District Attorney vacancy

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion by Cushing, second by Pederson to adjourn. All ayes; motion carried.

Meeting adjourned at 12:30.

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Ted Cushing, Chairman

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Linda Herrmann, Committee Secretary